Grants Director:

- Organize and execute the annual GPSA grants cycles for the fall, spring and summer semesters
- Administer the Grants Committee and funding budgets
- Receive and process grant applications
- Recruit and train grant readers
- Coordinate application workshops, grants reader training sessions, and appeals session
- Hold regular committee meetings during grant cycle periods
- Attend meetings and information sessions as requested by the President
- Provide end of semester and annual written public report to the President
- Adhere to the Constitution and Bylaws (especially the Grants Code) in the effective execution of his/her position
- Must be accepted and enrolled in a graduate or professional program.
- Stipend is determined annually through the annual budget process or appropriation

DUTIES

- Assemble and manage a committee comprised of no fewer than 5 members
- Conduct him/herself in a manner that promotes public confidence in the integrity and impartiality of the grants process
- Work closely with the Student Government Accounting Office (SGAO) for funding distribution
- Hold voting membership on the E-Board
- Maintain scheduled office hours in the GPSA Office
- Meet with the President and Chief of Staff as invited